

## NCOA<sup>Link</sup> Software Interface Distribution Certification Procedures

**Attention Distributor Licensee Applicants: *Applicant is prohibited from representing to third parties that USPS has certified Applicant's software product until USPS issues a software certification notice and Software Interface Distribution License Agreement to Licensee as described in Step 4, below. Prior to receiving the software certification notice from USPS and executing a Software Interface Distribution License Agreement with USPS, Applicant may only represent that it has "applied" to receive software certification, and is prohibited from making any representations or warranties as to the availability of its software and/or the ability of its software to support the NCOA<sup>Link</sup> product.***

The following material describes the process for an Applicant to qualify for a license to distribute NCOA<sup>Link</sup> software. Information for each step of the certification process is included.

Full requirements are set forth in the USPS NCOA<sup>Link</sup> License Agreements and related documents. In the event of a conflict between this document and the standard NCOA<sup>Link</sup> License Agreement, the terms of the NCOA<sup>Link</sup> Licensee Agreement prevail.

Applicant must submit all materials to USPS at the following address:

MOVE UPDATE SUPPORT DEPARTMENT (NCOA<sup>Link</sup> )  
NATIONAL CUSTOMER SUPPORT CENTER  
UNITED STATES POSTAL SERVICE  
6060 PRIMACY PKWY STE 201  
MEMPHIS TN 38188-0001

### Step 1. Application and Self-Certification Statement Approval

The following documentation must be completed and submitted by Applicant and approved by the USPS:

- Application
- Confidentiality Statement
- Self-Certification Statement
- Key Personnel Listing
- Web Access Request Form
- Security Documentation

USPS will notify Applicant if it determines that Applicant has completed Step 1 to the satisfaction of USPS.

### Step 2. Execution of License

Upon successful completion of Step 1 and issuance of a certification notice under the separate Software Development License, USPS will forward an approval letter, prorated fee chart and a standard NCOA<sup>Link</sup> Software Interface Distribution License Agreement to Applicant. **The NCOA<sup>Link</sup> License Agreement must be signed by an officer who possesses the necessary legal authority to sign on behalf of the company, firm, or organization.** Applicant must return the original signed standard License Agreement to USPS. After USPS receives the signed License Agreement and completes its review and

approval, USPS will sign the License Agreement and forward a copy of the fully executed License Agreement, along with an invoice for the initial pro-rated licensing fee due within ten (10) calendar days of receipt of the executed license agreement to Applicant.

**NOTE: The Software Interface to be distributed under the standard Software Interface Distribution License Agreement must be developed, certified and maintained by Applicant under a separate Software Interface Developer Agreement.**

If you have any questions regarding the certification and licensing procedures, please contact the Move Update Support Department at 800-589-5766.

**Step 1**  
**NCOA<sup>Link</sup> Software Interface Distribution**  
**Application**

**Please Print:**

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP+4: \_\_\_\_\_

Tax ID No. (TIN): \_\_\_\_\_ Standard Industry Code (SIC/NAICS): \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Parent Company (if applicable): \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Terms and Conditions of Application for License**

1. Applicant understands and agrees that: (a) the NCOA<sup>Link</sup> product may only be used by Applicant or parties using Applicant's NCOA<sup>Link</sup> software program(s) ("software") to update existing mailing lists that are used to prepare mail for the purpose of acceptance and delivery by the United States Postal Service; (b) Applicant must represent to parties interested in using its software that use of Applicant's software is restricted to parties that have been approved to enter into NCOA<sup>Link</sup> product license agreements with the United States Postal Service (USPS); and (c) Applicant (if it enters into an NCOA<sup>Link</sup> product license agreement for the sale of its software) is prohibited from selling and/or distributing its software to any party that is not approved for a USPS NCOA<sup>Link</sup> product license.
2. Prior to consideration for an NCOA<sup>Link</sup> Commercial Sale and Distribution license, Applicant must demonstrate its capability of software development, support and maintenance to the sole satisfaction of USPS. **Applicant must submit the Self-Certification Statement, along with this Application** to enable USPS to make this determination.
3. Applicant is not eligible to receive an NCOA<sup>Link</sup> Commercial Sale and Distribution license prior to USPS: (a) completing its acceptance testing of the software, (b) determining, in its sole discretion, that the testing is successful, and (3) certifying the Applicant's specific NCOA<sup>Link</sup> software.
4. Applicant is prohibited from representing to third parties that USPS has certified Applicant's software until such time as Applicant receives a software certification notice from USPS. Prior to receiving the software certification notice from USPS, Applicant may only represent that it has "applied" to receive software certification, and is prohibited from making any representations or warranties as to the availability of its software and/or the ability of its software to support the NCOA<sup>Link</sup> product.
5. USPS is not liable for any and all costs incurred by the Applicant, its affiliates, agents or employees for the submission of this Application and related materials, or the development or testing of Applicant's proposed NCOA<sup>Link</sup> software.
6. Applicant is in good standing under all existing license agreements with USPS, if any, and has received no notice of warning, suspension or termination from USPS relating either to a current or expired USPS license agreement.

7. USPS may elect not to award Applicant a Commercial Sale and Distribution license agreement in the event that USPS determines that Applicant has violated any of the terms and conditions set forth above.
8. Applicant shall submit written notice to USPS of any material change to the information submitted as part of the application and supporting documents within thirty (30) days of the occurrence of such change.

**I hereby affirm that I have read and fully understand the terms and conditions listed above. I, my company, and/or firm agree to meet these terms and conditions as a prerequisite to applying for or obtaining a USPS NCOA<sup>Link</sup> Software Interface Distribution License Agreement. I affirm that I am an officer of the company, firm or organization and that I possess all necessary legal authority to sign on behalf of the company, firm, or organization. The materials submitted to USPS are true and complete to the best of my knowledge and belief. I understand that submission of false, fictitious or fraudulent statements or representations may be grounds for USPS terminating or suspending any License Agreement and may be punishable by fine or imprisonment (US Code, Title 18, Section 1001.)**

Applicant Name: \_\_\_\_\_

By: \_\_\_\_\_(Signature)

Name (please print): \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Step 1**  
**NCOA<sup>Link</sup> Software Interface Distribution**  
**Confidentiality Statement**

All material supplied in connection with the application for and use of NCOA<sup>Link</sup> Product contains trade secrets and/or confidential technical, commercial, or other information not generally available to the public. This document, and all other material provided in connection with NCOA<sup>Link</sup> technology and the data and information contained therein shall not be used, duplicated or disclosed to third parties, in whole or in part, for any purpose, without the prior express written consent of the United States Postal Service.

I hereby affirm that I have read and fully understand the terms and conditions listed above. I, my company, and/or firm agree to meet these terms and conditions as a prerequisite to using the NCOA<sup>Link</sup> Product. I, my company, and/or firm further agree to continue to abide by this Confidentiality Statement whether or not the USPS awards an NCOA<sup>Link</sup> License to me, my company, and/or firm. This Confidentiality Statement shall not be superseded by the award or entry into of an NCOA<sup>Link</sup> License or any other agreement with the United States Postal Service, unless such agreement specifically refers to this Confidentiality Statement. I affirm that I am an officer of the company, firm or organization and that I possess all necessary legal authority to sign on behalf of the company, firm, or organization.

Product Name \_\_\_\_\_ NCOA<sup>Link</sup> Product

Company Name (please print): \_\_\_\_\_

Name (please print): \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please sign and return to:  
NCOA<sup>Link</sup> LICENSING DEPARTMENT  
NATIONAL CUSTOMER SUPPORT CENTER  
UNITED STATES POSTAL SERVICE  
6060 PRIMACY PKWY STE 201  
MEMPHIS TN 38188-0001

**Step 1**  
**NCOA<sup>Link</sup> Software Interface Distribution**  
**Self-Certification Statements**

***The following provides clarification and specifics for Item 2 of the Application. This must be provided for evaluation along with the Application.***

1. A brief narrative describing the nature of the applicant's business, with emphasis on its experience in software development, support and maintenance.
  
2. A description of how the applicant plans to utilize NCOA<sup>Link</sup> technology as part of its business or service offering.
  
3. Key Personnel list (attached)
  
4. Web Access Request Form (attached)
  
5. Security Documentation (attached)

These items constitute the minimum information requirements. If applicants wish to provide additional information, they are welcome to do so. After review of the provided information, the USPS will notify the applicant in writing of the acceptance or rejection of its license application.

**Step 1**  
**NCOA<sup>Link</sup> Software Interface Distribution**  
**Key Personnel**

**LICENSING CONTACT:** (Primary contact for licensing issues)

Contact Name: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP+4: \_\_\_\_\_ - \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Ext: \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Email address: \_\_\_\_\_  
Alternate Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Alternate Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

**SITE CONTACT:** (Primary contact for operational issues)

Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP+4: \_\_\_\_\_ - \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Ext: \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Email address: \_\_\_\_\_  
Alternate Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Alternate Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

**TECHNICAL CONTACT:** (Primary contact technical issues)

Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP+4: \_\_\_\_\_ - \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Ext: \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Email address: \_\_\_\_\_  
Alternate Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Alternate Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

**MARKETING CONTACT:** (Information will be published in USPS Certified Products Guide)

Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP+4: \_\_\_\_\_ - \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Ext: \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Email address: \_\_\_\_\_

**BILLING CONTACT:** (Primary contact for billing issues)

Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP+4: \_\_\_\_\_ - \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Ext: \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Email address: \_\_\_\_\_  
Alternate Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Alternate Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

# UNITED STATES POSTAL SERVICE NATIONAL CUSTOMER SUPPORT CENTER

## WEB ACCESS REQUEST FORM

This form will be used to create a WEB based account with the National Customer Support Center (NCSC) which will be utilized to send/receive (upload/download) files for the business affiliation indicated below to/from the NCSC. Please complete the form and return via mail or fax utilizing the information at the bottom of this form. Your Email address will be used to notify you of approved access.

Select a business affiliation (Complete a separate form for each business affiliation request):

- |  |  |
|--|--|
| <input type="checkbox"/> Address Change Service (ACS)      | <input type="checkbox"/> Coding Accuracy Support System (CASS)     |
| <input type="checkbox"/> <i>FASTforward</i> <sup>®</sup>   | <input type="checkbox"/> Multi-Line Accuracy Support System (MASS) |
| <input type="checkbox"/> National Change of Address (NCOA) | <input type="checkbox"/> Other _____                               |
| <input type="checkbox"/> NCOA <sup>LinkTM</sup>            |  |

Requestor's Name (Please print):		Job Title::	
Last 4 digits of Social Security Number/Tax ID Number:	E-mail Address:	Telephone Number:	Fax Number:
Manager's Name (Please print):		Job Title:	
Last 4 digits of Social Security Number/Tax ID Number:	E-mail Address:	Telephone Number:	Fax Number:
Department:			
Company Name:			
Urbanization:			
Address:			
City:		State:	ZIP+4 Code:
Telephone Number:		Fax Number:	

### Privacy Act Statement

The collection of this information is authorized by 39 U.S.C. 401 and Public Law 100-235, Computer Security Act of 1987. This Information will be used to assign computer access to data and or/files on computer systems limited to authorized persons through the use of computer security access control products. As a routine use, this information may be disclosed to a congressional office at your request; to OMB for review of private relief legislation; to a labor organization as required by the NLRA; where pertinent, in a legal proceeding to which the USPS is a party; to an appropriate law enforcement agency for investigative or prosecutorial purposes; to a government agency where relevant to a hiring, contracting or licensing decision by the requesting agency; to a government agency in order to elicit information relevant to a hiring, contracting, or licensing decision by the USPS; to an expert or consultant under contract with the USPS to fulfill an agency function; to the Federal Records Center for storage; to the Equal Employment Opportunity Commission for investigating a formal EEO complaint filed against the USPS under 29 CFR 1613; and to the Merit Systems Protection Board of Offices of Special Counsel for proceedings involving possible prohibited personnel practices. Completion of this form is voluntary; however, if this information is not provided, you may not be granted computer access.

Requestor's Signature:	Date:
Manager's Signature:	Date:

If you have any questions regarding this Web Access Request Form, please contact Technical Support at 800-331-5746 or email us at [nncsc@email.usps.gov](mailto:nncsc@email.usps.gov); otherwise, forward this completed form by mail or fax to:

MOVE UPDATE SUPPORT GROUP  
NATIONAL CUSTOMER SUPPORT CENTER  
UNITED STATES POSTAL SERVICE  
6060 PRIMACY PKWY STE 201  
MEMPHIS TN 38188-0001

Fax: 901-767-8853



### Address Management/NCSC Use Only

NCSC Business Account ID:
ID Assigned:
Password Assigned:
Date E-mailed Customer:
NCSC Initials::
Comments:



## **Step 1**

### **NCOA<sup>Link</sup> Software Interface Distribution Security Documentation**

Provide a description of the specific measures taken to secure the physical and electronic environments in which the NCOA<sup>Link</sup> system will reside. (Attach separate documents if necessary.)

If descriptions are not clear or further clarification is needed, a diagram and/or a Site Security Review Worksheet may be required. The Site Security Review Worksheet may be downloaded from the USPS web site [ribbs.usps.gov/files/ncoalink/SiteSecurityReview.pdf](https://ribbs.usps.gov/files/ncoalink/SiteSecurityReview.pdf).

## **Step 2**

### **NCOA<sup>Link</sup> Software Interface Distribution Execution of License**

Upon USPS determining that Developer has successfully completed Step 1 and USPS issuance of a software certification notice under separate License Agreement, USPS will forward an approval letter, a prorated fee chart and a standard NCOA<sup>Link</sup> Software Interface Distribution License Agreement to Applicant. **The NCOA<sup>Link</sup> License Agreement must be signed by an officer who possesses all necessary legal authority to sign on behalf of the company, firm, or organization.** The signed, original agreement and fee payment must then be returned to the USPS at the following address:

**NCOA<sup>Link</sup> LICENSING DEPARTMENT  
NATIONAL CUSTOMER SUPPORT CENTER  
UNITED STATES POSTAL SERVICE  
6060 PRIMACY PKWY STE 201  
MEMPHIS TN 38188-0001**

Upon USPS review and approval of the signed License Agreement and receipt of the license fee, USPS shall execute the License Agreement and return a copy to Applicant.